

END USER WORKBOOK—IMMUNIZATION OVERVIEW

Kentucky Department for Public Health—April 2017



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IMMUNIZATION OVERVIEW

Note: For information about patient safety, refer to the Patient Safety Advisory Letter, available on the my.eclinicalworks.com Customer Portal.

Immunization and Injections

Enter Vaccine Lot Numbers, and link the vaccine to an immunization prior to using Immunization feature.

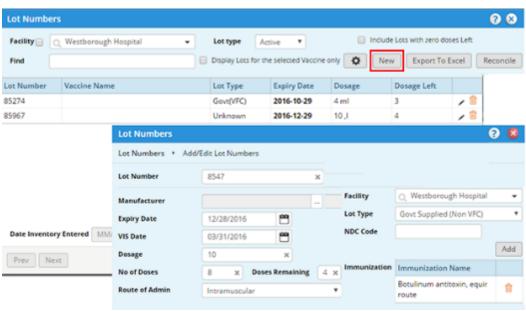
Entering Vaccine Lot Number

Path: Menu > EMR tab > Immunization & Therapeutic Injections > Vaccine Lot Numbers

To enter Vaccine Lot Number:

1. From the Vaccine Lot number window, click the *New* button.

The Lot Numbers window displays:



- 2. Enter the Lot Number, Manufacturer, Expiration Date, etc.
- 3. Click *Add* next to Immunization, and link the vaccine with an Immunization.

Note: Do not add NDC code for Immunizations, only add for Therapeutic Injections.

Ordering and Administering Immunization

Path: Progress Notes > Immunization > Immunization tab

Provider can order the vaccine and change the status to *Clinician*. The patient name displays in green color after the immunization has been ordered. The clinician may check the patient in to a room to administer the immunization.

To order an immunization:

1. From the Immunization window, select the immunization from the list.

OR

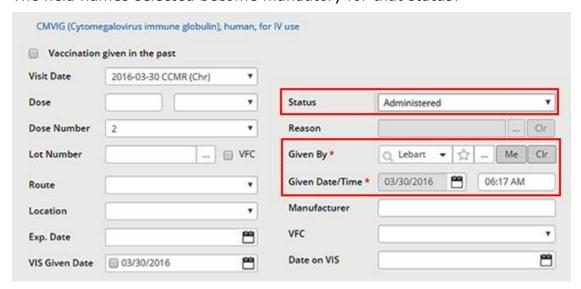
Click Add to search for and add a different immunization.

The immunization displays in the right pane.

- 2. Close the Immunization window.
- 3. To access the Office Visit window, click the *S* quick launch button.
- 4. Check the box next to the patient's name, and click Check In/Out button.
- 5. Change the status to *Clinician*.

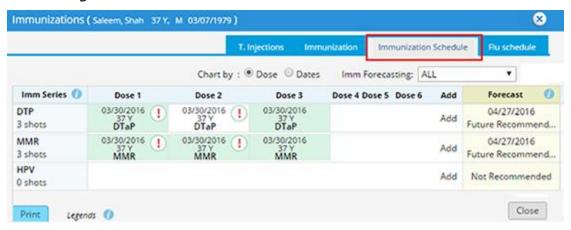
To administer an immunization:

- 1. Check the patient in to an examination room.
- 2. In the Immunization window, update the *Given By*, *Dosage Details*, *Location*, *etc*. The field names selected become mandatory for that status:



Displaying the Immunization Schedule

Path: Progress Notes > Immunization > Immunization Schedule



The following table describes the information available in this window:

Imm.Columns	Action
Immunization Series	Review the name and number of doses administered
Dose	Click <i>Add</i> , and enter details of the dose in the Immunization Details window. Can add up to Dose 7. The Immunization Details window displays only those immunizations that are related to the Immunization Series, based on CVX codes.
Forecast	Review pending immunizations and the due date.

APPENDIX A: NOTICES

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